



VACANCY ANNOUNCEMENT # 16-07

Position: U.S. Probation Officer

Location: Brooklyn, NY

Open to: All Sources (including transfers within the Judiciary)

Salary Range: CL 27 (\$53,544 - \$87,033)
CL 28 (\$64,172 - \$104,328)
(Salary set dependent upon experience, qualifications and contingent on agency budget)

Opens: May 19, 2016

Closes: June 30, 2016

New York Eastern Probation is seeking highly motivated, qualified individuals for the position of U.S. Probation Officer. Selected candidates may be placed at Classification Level (CL) 27 or 28, depending on qualifications, experience and funding availability. Salary progression and promotional potential to next Classification Level is based on acceptable performance and will be without further competition. The incumbent must exercise sound judgment, maintain confidence, be able to work harmoniously with others and demonstrate unquestionable integrity. More than one position may be filled from this vacancy announcement without further advertisement.

There are three divisional offices within the district (Brooklyn, Central Islip and Jamaica, NY), with the Brooklyn location being the headquarter office. Travel and possession of a valid driver's license is required. The assignment to a duty station is based on the needs of the agency at the time of appointment and at the sole discretion of the Chief.

REPRESENTATIVE DUTIES

The Probation Officer, under the general supervision of a Supervisory Probation Officer, conducts investigations, makes recommendations to the Court for sentencing of individuals convicted of federal offenses, or provides supervision of offenders who are sentenced to probation or released from federal prisons.

In conducting investigations and preparing reports for sentencing, the officer is required to interview defendants and their families, as well as collect background data from various sources. An integral part of the process is the ability to interpret and apply the U.S. Sentencing Commission's guidelines and relevant case law. The officer serves as a resource to the Court to facilitate proper imposition of sentence; investigates and analyzes financial documents and activities and takes appropriate action; interviews victim(s) and provides victim impact statements to the Court and ensures compliance with the Mandatory Victims Restitution Act. The officer will also analyze and respond to any objections to sentencing recommendations. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution.

In the supervision of offenders, the officer monitors offender adherence to all conditions of sentences imposed by the Court; as well as monitors reduction of risk to the community and facilitates correctional treatment. The officer maintains personal contact with the offender through contacts both in the office and in the community. The officer investigates employment, sources of income, lifestyle and associates to assess risk and compliance; addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary treatment or violation proceedings, through assessment, monitoring, and counseling. Assesses risk level of offenders and develops a blend of strategies for controlling and correcting risk. Identifies and investigates violations and implements appropriate alternatives and sanctions. Reports violations of conditions to the appropriate authorities. Prepares written reports of violation matters, and makes recommendations for disposition. Officer may be required to testify at court hearings.

The officer is responsible for maintaining accurate written records of all case activity, monitoring the work of administrative support staff assigned to provide technical assistance and may perform other duties as assigned.

QUALIFICATIONS:

For all classification levels: Candidates must possess a bachelor's degree from an accredited college or university in a field of academic study such as Criminal Justice, Criminology, Psychology, Sociology, Human Relations, or Business or Public Administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

In addition to meeting the above education requirement, applicants must have specialized experience described below:

CL 27: Candidate must possess two years specialized experience, including at least one year equivalent to work at the CL 25; **or** completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) Degree.

CL 28: Candidate must possess three years specialized experience, including at least one year equivalent to work at the CL 27.

Specialized Experience: Progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment is required. Experience as a police, custodial, or security officer, other than with any criminal investigative experience, is **not** creditable.

PREFERRED SKILLS:

Thorough knowledge of the philosophy, theories, and practices in the field of corrections (with knowledge of law, psychology, sociology, and criminology) as these disciplines are related to the duties and responsibilities of the correctional profession. Knowledge of how other judicial processes and procedures relate to the officer's roles and responsibilities. Have an ability to clearly communicate. Possess strong organizational skills, attention to detail, and ability to effectively meet deadlines. Proficiency in current technology, computer databases, and computer applications in a Windows based environment. Experience using WestLaw and Lexis. Possess knowledge of community resources and the understanding and skill to identify additional resources, applicable to position.

MAXIMUM ENTRY AGE:

First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous federal law enforcement officer experience under the Civil Service Retirement System or Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement experience subtracted from their age to determine whether they meet the maximum age requirement.

This is a hazardous duty position and as such, you will be subject to mandatory separation based on age, if you are occupying this position at age 57, and you have completed the requisite 20 years of service.

MEDICAL AND BACKGROUND REQUIREMENTS:

The duties of probation officers require the investigation and management of alleged offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defensive tactics. On a daily basis, officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are charged with criminal offenses or convicted of committing federal offenses.

The medical requirements for law enforcement officer positions are available for public review on www.uscourts.gov under [Officer and Officer Assistant Medical Requirements](#). Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years, and as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

EMPLOYEE BENEFITS:

Employees of the United States District Court are **not** covered by the Office of Personnel Management's civil service classification system or regulations. Employees of the U.S. Probation Office are Judicial Branch employees under the United States Courts. Judicial employees serve under an "excepted appointment," and are considered "at-will" employees. Probation officers participate in the Federal Law Enforcement Hazardous Duty Retirement program. Federal benefits include: retirement, health and life insurance, flexible benefits, disability insurance and long-term care benefits, and paid vacation and sick leave. Employees contribute to a tax-deferred Thrift Savings Plan (similar to a 401K plan), and have ten federal holidays per year. Creditable time in service in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits. Positions are subject to mandatory electronic funds transfer (direct deposit). For additional information on employment within the federal courts, please visit www.uscourts.gov.

APPLICATION PROCESS:

To be considered for this position, qualified applications must submit the following:

- Cover letter which includes a narrative statement outlining qualifications, skills and relevant experience to announcement;
- AO-78 (*Application for Judicial Branch Employment* which can be obtained from www.uscourts.gov);
- Copy of OFFICIAL college transcript (If you order transcripts to be sent directly to the U.S. Probation Office, please state so in your cover letter.
- Writing sample that addresses the following question: Describe your knowledge and/or experience regarding the use of evidence-based practices and risk assessment in the field of Probation;
- Copy of most recent performance evaluation (if applying as a transfer)

Applicants must submit **all** of the documents to be considered for this position, and all information is subject to verification. Incomplete applications **will not** be considered and will disqualify applicant from further consideration.

Mail application packets to:

**United States Probation
New York Eastern
147 Pierrepont Street
Brooklyn, New York 11201
Attention: Human Resources Division
Re: Vacancy Announcement NYEP 16-07 - CONFIDENTIAL**

E-mailed submissions may be sent to: NYEP_Human_Resources@nyep.uscourts.gov. If applying electronically, include the vacancy # in the subject line of the email. All electronic submissions must be in .pdf format and submitted as **one full document**.

All initial submissions (mail or email) will be acknowledged via email. Due to the expected large volume of applications, phone calls **will not** be accepted. However, questions may be emailed to the Human Resources Division email address. Updates relating to application status will only

be given to those who are invited to participate in applicant testing. New York Eastern Probation is not authorized to reimburse candidates for interview or relocation expenses.

Applicants must be United States Citizens or eligible to work in the United States. The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on final candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

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